



**DEPARTMENT OF THE ARMY**  
**26<sup>th</sup> AREA SUPPORT GROUP**  
**UNIT 29237**  
**APO AE 09102**

IMEU-HES-CS

16 September 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Quality Control Committee (EQCC) Meeting Minutes, 07 September 2005

1. The Fourth Quarter FY 2005 Environmental Quality Control Committee (EQCC) Meeting was called to order at 1330 hours, in Building 4219 on Tompkins Barracks. Ms. Lamy, United States Army Garrison – Heidelberg (USAG-HD) Acting Environmental Division (ED) Chief, welcomed the attendees, the Chairman Mr. Tafoya, the Assistant Chairman Mr. Taylor and the guest speaker, SSG Kromer.
2. Mr. Tafoya, Chief of Staff for the USAG – HD emphasized the success of the EMS program at the USAG – HD, and informed the EQCC that the program here is a model of excellence for the entire European Theater. He emphasized that, with the upcoming partial or whole base closure, environmental issues achieve increasing importance because of potential cleanup costs and the lack of funding. He stated that it is important to be aware of the time frame until the base closures. He stated that the base should be open for the next 2 years, giving all units and organizations the time to improve environmental responsibility and stewardship of Army resources.
3. Guest Speaker SSG Mark Kromer from 249<sup>th</sup> EN BN (Prime Power) briefed the EQCC on a combined unit training and BASOPS Energy Consumption Survey of Tompkins Barracks that was recently completed.
  - a. SSG Kromer discussed the following activities and results:
    - (1) A review of the Kilowatt loads on the buildings in conjunction with the Post consumption and reserve power, which indicated some potential weaknesses in energy supply in a worst-case scenario;
    - (2) A harmonics analysis, which indicated that there are some issues with the locations of some equipment, which can cause nuisance tripping of alarm systems and possibly lead to equipment malfunction (this is an effect of the increased used of computer equipment and the peripherals); and,
    - (3) An assessment of the current load on neutral for balanced loads, which is important because the recent addition of many smaller single room air conditioning loads means that the loads must be properly distributed across all three phases of the electrical circuit.

b. While the 249<sup>th</sup> EN BN unit is a unit for special energy operations, SSG Kromer declared their willingness to help with any problems having to do with energy within our footprint. Mr. Taylor emphasized that the DPW is the main contact for any urgent electrical problems, but encouraged the participation of Prime Power. The final results of this study and any recommendations will be compiled in a report which will be submitted to Mr. Taylor, which will be available to interested parties.

4. Various DPW staff members then briefed the following program areas:

a. Environmental Performance Assessment System (EPAS) – To inform all units of past environmental audit results, in preparation for the upcoming December external environmental audit of the Garrison, Ms. Yvonne Lamy briefed the attendees of the completion and results of the 2003 External Audit, the 2004 Internal EPAS Audit, the 2005 Internal EPAS Audit completed in August 2005 (most recent and pressing findings).

(1) The findings were summarized as presented in the following table:

Audit Year and authority	Number of findings	Number still unresolved	Number unresolved after October
INTERNAL FY04	19	4	0
INTERNAL FY05	36	27	8
EXTERNAL FY 03	122	7	3

(2) Ms. Lamy provided more details concerning the status of the individual findings. At the end of the meeting, the Memorandum of Completion of the 2005 Internal EPAS was presented to Mr. Tafoya for signature. Once signed, this memorandum will be forwarded to the 26<sup>th</sup> ASG for consolidation and submission to the Installation Management Agency – Europe (IMA-E) to meet the 23 September 2005, Suspense #5-522: FY05 Internal Environmental Performance Assessment System (EPAS) Tasker for completion of the EPAS and its subsequent briefing to the EQCC.

(3) In addition to her discussion of the FY05 Internal EPAS Audit, Ms. Lamy discussed the status of preparations for the upcoming FY06 External EPAS Audit which will take place during the week of 05 December 2005. The outbrief for this external audit will be conducted by IMA-E during the 13 December EQCC Meeting.

b. Environmental Management System (EMS) – Ms. Katherina Diemer informed the EQCC of the progress made on the preparations for the upcoming October 2005 Internal EMS Audit. The memorandum for EMS Audit Team Appointment was signed by the Chief of Staff, USAG – Heidelberg on 25 August 2005 and a training session was held for Audit Team members on 24 August 2005. The Audit Plan has been completed and was provided to the attendees for approval. A draft/template EMS Audit Report has been developed and will be completed once the audit has been conducted and this report will be provided to the EQCC at the 13 December EQCC/ EMS Management Review Meeting. Ms. Diemer also briefed the EQCC on the Internal EMS Audit Schedule, as well as the team members.



c. Environmental Program Requirements (EPR) – Ms. Yvonne Lamy informed the EQCC that the ED has received a 101% obligation status for FY05, meaning more funding was received than was the expectation at the beginning of the year. She also summarized the ongoing and future significant projects.

d. Pollution Prevention (P2) – Ms. Laura Hettinger gave the EQCC an update on the P2 Program.

(1) Ms. Hettinger explained that the Pollution Prevention Plan is currently being updated to correct a finding in the External EPAS, and that this completed plan will be a resource and planning guide for units and organizations that will receive it. The projected time of staffing is October 05.

(2) Ms. Hettinger, along with selected experts and USAG – HD staff, is currently conducting an installation-wide Opportunity Assessment by collecting data on utility usage and costs for the entire garrison, and identifying weaknesses and proposing P2 (pollution prevention and cost-saving) initiatives to address these weaknesses. Additionally, Ms. Hettinger is conducting Unit and Organization Opportunity Assessments, in which individual units and operations are assessed and P2 solutions are proposed. Ms. Hettinger asked for volunteers to complete this assessment, stating that it would be a good opportunity for any unit wishing to improve operations and mission readiness, as well as any organization wishing to improve environmental compliance (i.e. in recycling, hazardous waste reduction, health and safety issues, etc.). Any organization completing this assessment will receive USAG – HD P2 accreditation.

(3) A report on this ongoing process of Opportunity Assessments will be completed for a October 31 suspense to IMA – E. The future steps of the P2 Program will be to develop P2 Training, which will be included in all environmental awareness training which is required for all staff.

e. Potable Water – Ms. Sabine Salomon of the DPW, O&M Div. Sanitation Branch briefed the EQCC on the Main Pipe Flushing Program which will take place in October, 2005. Water main distribution systems are flushed annually as required by the FGS – G to flush drinking water systems of sediments. Ms. Salomon emphasized that, in the case of discolored water during the flush program, units should allow the water to flow until it is colorless and clear. Additionally, Ms. Salomon briefed the EQCC that the Annual Drinking Water Program Potable Water Analyses Results (sampled July 2005) indicate that the USAG – HD is in compliance. These results are available on the DPW intranet at: <https://144.170.220.218>.

f. Upcoming Training Dates are as follows:

(1) Environmental Compliance Officer (ECO) Training, (32 hours) which is a one-time mandatory training for ECOs, occurs September 26 - 30th.

(2) Hazardous Materials Awareness Training is conducted quarterly or upon request. To arrange training for your unit or organization, call the HM Manager at the ED (387-3142).

(3) General Asbestos Awareness and Asbestos Brake Pad Training: is conducted upon request. To arrange training for your unit or organization, please call the Asbestos POC at the ED (387-3141) by September 30. This will be checked in the upcoming EPAS Environmental Assessment in December.

(4) To prepare for the upcoming EPAS Environmental Audit, all units should ensure that their personnel are made aware of, and are encouraged to utilize, the ED's website as a training resource for improving environmental understanding and performance. The ED website can be accessed at <http://www.dpw.heidelberg.army.mil/root/default.htm/>.

g. Hazardous Material Program – Mr. Marty Hanson, Acting Hazardous Material Program Manager emphasized the following in preparation for the upcoming Environmental Audit. It is extremely important that ECOs have the following items, which will be checked in the External Environmental Audit in December. Anyone with questions and/or issues with these requirements should contact Mr. Hanson at DSN 387-3145.

(1) Current inventories of HAZMAT (basic loads) which are documented and maintained in files for at least 3 years.

(2) Provide training and maintain records for 3 years for all personnel that handle or come in contact with HAZMAT.

(3) Documentation identifying the ECO and Alternate, including the issuance of a signed appointment letter.

(4) The required daily and weekly inspection sheets, correctly filled out and maintained in files for the past 3 years.

5. Ms. Lamy opened up the floor for Open Discussion, during which the following comments/suggestions were made by the attendees:

a. An EQCC member asked a question about the P2 Opportunity Assessment for units and organizations- and what kind of a format or time frame it has. Ms. Laura Hettinger, P2 Manager, assured him that the Opportunity Assessment is a very flexible process and can be conducted as the unit or organization sees fit. The Opportunity Assessment can focus on a particular issue (i.e. recycling, POL waste, etc.) to reduce problems of compliance, safety, or cost, or the OA can be conducted as a comprehensive review to enact management and handling techniques to improve overall operations.

b. SSG Mark Kromer mentioned that a previous problem with the Oil-Water Separator at the 249<sup>th</sup> EN BN Motorpool has still not been resolved. Mr. Hanson replied that this was due to a staff change at the Garrison ED, and that he will address this ASAP.



c. An EQCC member asked about the SOPs and Training being developed for recycling and energy use, and expressed the desire to have these before the EPAS assessment. Mr. Taylor assured the EQCC that the SOPs will be completed and distributed before the end of the month.

6. Ms. Lamy summarized the material discussed in the presentations provided by the DPW Staff and reminded the EQCC that the next meeting would be held at the same location and time on 05 October 2005, and that this next meeting will be a preparation for the EPAS Environmental Assessment conducted by IMA. Ms. Lamy concluded the meeting by emphasizing the following points:

a. All organizations must be prepared for the EPAS. This means knowing environmental responsibilities and fixing all previous findings. If there are questions or issues in preparing your unit for this assessment, please call the ED at DSN 387 – 3140.

b. All Units must have ECO appointment letters to ED NLT 9 September, and indicating whether these ECOs still need training to be in compliance.

c. All units must have labeled containers for recycling, and must identify weaknesses in their recycling programs (i.e. custodial not keeping separated, lack of containers). Field assessments, conducted by the ED, are ongoing.

d. Any units, or organizations interested in meeting with the P2 Manager to discuss improving operation performance through a P2OA must contact the P2 Manager NLT 15 September at DSN 387 – 3144 or [Laura.Hettinger@us.army.mil](mailto:Laura.Hettinger@us.army.mil)

7. Mr. Tafoya then spoke to the EQCC about the following important issues:

a. ECOs going downrange need to ensure that there is a designated individual to backfill the ECO position. Current ECOs should ensure that the replacement receives the required ECO training in September. This is a necessary preparation for the upcoming Environmental Assessment, and units which do not plan for this ahead of time will miss this window of opportunity to address any ECO deficiencies before they occur.

b. Mr. Tafoya also emphasized the importance of environmental compliance for those units that are deploying. He directed them to make sure the transition is complete- and that all conex's with materials, as well as trucks, etc., are properly dealt with, and that dumping is not an option. He stressed the importance of Material Safety Data Sheets (MSDS), especially with new soldiers in the community. He suggested using the Exxon Mobil site for free access to MSDSs.

c. The installation has recently had to pay approximately 500K because of a lack of recycling on the base- and that this was extra money that had to be taken out of the budget, above and beyond typical requirements. He emphasized the importance of being good stewards of the budget through environmental efforts, because the Army also has to pay for accidents and spills.

d. Mr. Tafoya tasked the ED to start planning for Earth Week 2006- to get more competitions going (i.e. poster contests, unit performance competitions) and more involvement from all areas of the base. He asked that the ED go ahead and start setting up these programs, and to plan for unit awards in environmental achievement, and asked that the garrison make an exceptional effort for the 2006 Earth Day celebration.

e. Mr. Tafoya called attention to the safety element of environmental protection, asking all units to make an effort to keep all staff and soldiers safe, stressing the fact that safety is a serious matter when you consider the possibility of explosions occurring with chemicals mixing, and the possibility that someone can be injured for life.

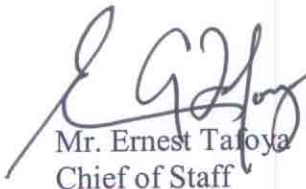
f. In closing, Mr. Tafoya discussed the fact that COL Gaddis has 4 other communities under his command, but that the USAG - HD is setting the pace for IMA - E in environmental achievement because of the collective effort of the units, organizations, administrative and ED, and that this is being achieved through little measures such as turning off lights, saving money, and efforts in HazMat reduction.

8. Mr. Taylor then spoke to the EQCC on the following issues:

a. Mr. Taylor underlined the importance of safety, and encouraged attendees to concentrate on safety when considering environmental issues. He would like for the safety personnel of the DPW to come out to all of the units and organizations to conduct a safety assessment whenever possible, and said that safety starts at home when working with the environment.

b. Mr. Taylor then thanked the attendees for their participation and reminded the attendees that the EQCC is a forum for exchanging ideas and for solving environmental issues within the Garrison footprint. He stated that it is up to the participants to ensure that the information they gather at this meeting is passed on to the personnel in their units.

FOR THE COMMANDER:



Mr. Ernest Tafoya  
Chief of Staff

U.S. Army Garrison - Heidelberg

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